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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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No. 089

Job vacancy

October 1, 2008

**OPEN TO:** All Colombian Citizens

**POSITION:** DEVELOPMENT ASSISTANCE SPECIALIST  
INTERNALLY DISPLACED PERSONS (0011845C)

**OPENING DATE:** Wednesday, October 1, 2008

**CLOSING DATE:** Wednesday, October 15, 2008

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-11 Col. Ps. \$80,766,368.00-  
ColPs.\$133,264,508.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante".

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist in the Internally Displaced Persons Office.

**BASIC FUNCTION OF POSITION**

This position is located in the Internally Displaced Persons (IDP) Office, USAID/Colombia, Bogotá. The primary purpose of this position is to serve as the Mission's technical expert on health, population, and nutrition issues related to internally displaced persons and other vulnerable groups and to be the Cognizant Technical Officer for USAID's health, population, and nutrition programs. USAID's IDP program is a politically sensitive, programmatically complex and critically important component of Plan Colombia. It supports the Government of Colombia's efforts to meet the social and economic needs of the millions of Colombians who have been displaced by the on-going conflict and to ultimately reintegrate them back into society. The program provides technical assistance, institutional strengthening and implementation support for a wide range of services for IDPs, including healthcare, education, housing, water and sanitation, income generation, and others. It also supports the development and implementation of public policies and regulations that affect the IDP population. Activities also support other vulnerable populations, including receptor communities, Afro-Colombians, at-risk youth, and the indigenous. In support of this program, the incumbent will serve as a technical expert/advisor for the Mission's health programs, which include expanding access to health care delivery, the development of health policies, food aid and general nutrition, maternal/child health, and much more. S/he will carry out a full range of supervisory, advisory, technical and administrative oversight, reporting and strategic planning tasks. Additionally, the incumbent will travel to activity sites to monitor and report on progress,

identify and/or solve problems and make recommendations as required. The incumbent will report to the IDP Office Director.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Program Implementation and Monitoring**

As Activity Manager and CTO for USAID/Colombia's health and nutrition activities, the incumbent provides technical and administrative oversight in order to ensure the timely achievement of program results. The health and nutrition portfolio includes components related to maternal/child health, sexual and reproductive health, public health policies and systems, nutrition, and food aid. These programs target Colombians who have been internally displaced by the on-going violence within the country and other vulnerable groups, including Afro-Colombians and the indigenous.

- Monitors grantees' progress in achieving the objectives of the program descriptions. Reviews reports, work plans, budgets, expenditures and sub-grant proposals. Provides implementation guidance. Verifies that program activities conform to terms and conditions of the legal agreements. This is done through regular meetings with grantees in Bogota and periodic site visits to the field.
- Makes written recommendations to the Agreements Officer when changes to the program description, technical provisions, and/or any other terms or conditions of the awards are necessary. Prepares internal documents needed for smooth implementation.
- Responsible for any USAID substantial involvement specifically delegated to the CTO such as approval of key personnel, approval of annual work plans, and development of indicators and program targets.
- Administers financial management responsibilities as outlined in CTO Designation Letter. Prepares annual budgets. Analyzes project expenditures and oversees the preparation of quarterly accruals and other financial or budget data. Reviews and monitors budgets for work plans. Receives and analyzes financial quarterly reports from grantees. Contacts partners to clarify any questions/concerns. Maintains current information on the budget pipeline status. Provides information to Front Office, Mission Management and Program Office when necessary.
- Attends and participates in meetings, seminars, evaluations of program activities. Meets regularly with counterparts from the public sector

(governaciones, alcaldías, Acción Social, ICBF, Ministry of Social Protection, Ministry of Education, and others), the private sector, academia, and civil society organizations. Fosters communications/exchanges among these actors. Follows up to ensure that assigned/agreed upon actions are carried out within appropriate timeframes.

- Receives and reviews periodic reports to ensure that benchmarks and goals are being met. Provides guidance on USAID policies and procedures and answers questions from implementing partners.

## 2. IDP General Program Management and Technical Support

Coordinates closely with other members of the IDP team to ensure that all IDP Program activities are integrated and complementary. Provides technical and advisory support to teammates, other USAID technical teams and support offices in the Mission, Mission Management, and the Embassy country team on health and other IDP related issues.

- Serves as active member of IDP team to develop and implement new activities and ad hoc technical assistance, as appropriate. Prepares statements of work (SOWs) for both assistance and acquisition instruments for these activities, as required.
- Supervises any short term advisory or evaluation services and TDYs. Approximately 5 people.
- Provides inputs for all IDP team administrative, technical and financial reports and documentation, including quarterly and annual reports, documents for portfolio and activity reviews and monthly meetings with Mission management. Participates in these and other USAID/Colombia internal reviews.
- Provides technical support and assessment of other US-government activities vis-à-vis health and nutrition issues, as appropriate.
- Prepares responses to external inquiries or communications.
- Coordinates VIP visits of IDP program sites. Prepares briefing documents for high-level visitors on status of program, including accomplishments, budget, funding projections, implementation, earmarks, etc.
- Liaises with other SO Team members and offices (Controller, EXO, and Program Office) to ensure successful coordination and value-added to USAID's program results.

- Represents the IDP Office at the Office Director's request at meetings, conferences, and other events Mission-level and at inter-agency or inter-institutional levels. These events may involve high-level participation from the GOC, private sector, and other entities.

### 3. Conceptual Design and Strategic Planning

In conjunction with the IDP Team Leader, the incumbent provides the needed conceptual and strategic planning for USAID/Colombia in the IDP and vulnerable populations sectors.

- Advise the IDP team leader and USAID senior management on all aspects related to health and nutrition, vis-à-vis IDPs and other vulnerable populations. Assist with design and planning of future IDP program activities and other USG initiatives.
- In coordination with Program Office, IDP Team and partners, assist in development of definitive program framework, indicators, measurement criteria, targets, and performance monitoring plan.

### 4. Other Duties

- Performs other duties and tasks necessary for the achievement of results under the IDP program, as directed by the Team Leader.

## **REQUIRED QUALIFICATIONS**

Note: Candidates who do not meet these required qualifications will not be considered.

#### a. Education:

A master's degree in International Relations, International Development, Public Health, Political Science, Public Administration, or related field is preferred, however, a bachelor's degree is also acceptable.

#### Prior Work Experience:

From five to seven years of progressively responsible experience in development assistance, public health, food aid, humanitarian affairs, or related work is required. Experience is required in the collection, analysis and presentation of complex data is desired.

#### d. Language Proficiency:

Fluency in English (level IV) and Spanish (level IV). Both oral and written is required.

e. Knowledge:

Should have knowledge of host country socio-economic conditions, international food aid policies and procedures, understanding of internal displacement within Colombia, the on-going conflict, Colombian law, protocols and agreements pertaining to the internally displaced persons and the social and economic assistance programs to assist them. Must become thoroughly familiar with USAID documentation preparation and processing. Must develop a good working knowledge of the ADS Sections pertaining to project development, implementation, and management. A thorough knowledge of USAID/Bogota's policies, goals and procedures is essential.

f. Abilities and Skills:

Must have the ability to establish and maintain contacts with senior-level officials of the GOC and with key persons in the NGO community and civil society. Ability to explain and defend USAID project policies, objectives and procedures and to transmit and interpret grantees' attitudes and concerns to senior USAID officials. Ability to plan, develop, manage and evaluate projects and activities. Must be able to communicate fluently in both English and Spanish and to present findings and recommendations effectively in written and oral forms in both languages. Must be able to prepare charts and presentations in Excel and PowerPoint.

g. Post Entry Training:

Participation in job-related seminars, workshops and development studies programs organized by USAID. CTO training, appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc., or in other special areas related to duties when available. Significant on-the-job training opportunities will be made available.

## **POSITION ELEMENTS**

a. Supervision Received:

Work is performed under supervision of the IDP Office Director/Team Leader.

b. Available Guidelines:

ADS Sections pertaining to project management, Mission Orders and other established USAID/Bogota administrative procedures and regulations.

c. Exercise of Judgment:

Sound professional judgment is required in advising USAID and Mission senior officers, GOC officials, other donors, NGOs and the public sector on program activity development and implementation procedures. Considerable judgment is required in identifying problems the implementing partner is having with the implementation of activities and in determining when to make recommendation for solution on the spot and when to report the problem, with recommendations, to the supervisor.

d. Authority to Make Commitments:

Within the context of the field of responsibility and with the approval of the direct supervisor may make technical commitments; and may initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized.

e. Nature, Level and Purpose of Contacts:

Contacts are maintained with all levels of Mission personnel to advise and develop strategies for USAID/Colombia's assistance program. Outside contacts are with the high-level officials within Accion Social, the Office of the First Lady and the Vice President, mayors, governors, other donors, NGOs, the United Nations family, OAS, the Ministry of Social Protection, ICBF, the Ministry of Education, Profamilia, the World Food Program, the Pan American Health Organization, IOM, and others. Contacts are both formal and informal.

f. Supervision Exercised:

As CTO, provides technical and managerial oversight to USAID grantees and contractors. Also supervises short-term consultants working on health and nutrition issues.

g. Time Required to Perform Full Range of Duties:

Six months.

## **SELECTION CRITERIA**

40 points: Demonstrated work experience in development assistance, public health, food aid, humanitarian affairs, or related work as well a experience in the collection, analysis and presentation of information.

30 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to analyze complex information and

prepare succinct, professional quality analytical pieces and make oral presentations.

15 points: Evidence of strong English/Spanish written and oral skills. Writing samples will be required of individuals who reach the interview stage.

15 points: Strong technical education background or specialization (Masters Degree) in the field of International Relations, International Development, Public Health, Political Science, Public Administration, or related field is preferred. A bachelor's degree is also acceptable.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, OCTOBER 15, 2008 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "BB"